

September/October 2021



Communications. Management.  
Resilience.

## **CMR CONSULTING INC. IS LOOKING FOR AN ENGAGED AND DYNAMIC ADMINISTRATIVE PROFESSIONAL**

CMR Consulting Inc. is a boutique consulting firm with a trusted reputation for developing and implementing resilient and sustainable strategies for Indigenous communities, industry, government, private sector and not-for-profit organizations throughout the world. We collaborate to inspire change and deliver results for our clients — while having fun because we LOVE what we do!

Our firm is growing and we're currently seeking an Administrative Assistant to complement our high-performing team. If you're an administrative professional who is energized by working within an ambitious team environment, thrive on using your experience as a catalyst to contribute and learn and grow, wrote the book on multi-tasking, and eat innovation for breakfast, we want to hear from you.

### **What you'll do**

In this role, you'll support our President in day-to-day tasks as an executive assistant, ensure our office runs smoothly, develop and implement processes that optimize our team performance and be a daily contributor among our positive, optimistic and resilient culture. Your outstanding interpersonal and communication skills, strong writing/editing ability, obsession for accuracy and detail, passion and skill for all things Microsoft software, love of herding cats and the occasional kitchen dance party will be daily contributing factors toward our client's and firm's success.

Your responsibilities will include:

- Working closely to assist the firm's President
- Provide overall administrative support to a team of 4 – 8 people
- Prepare a wide variety of correspondence and documents including letters, forms, reports, templates, spreadsheets and other documents
- Support finalizing invoices and preparing monthly packages for our bookkeeper
- Maintain team calendars and email accounts, schedules, and coordinate meetings
- Make travel arrangements and conference room bookings, etc.
- Assist with event planning
- Answer and route incoming calls/emails and manage requests
- Support the team as needed

### **What you'll bring**

- 5+ years of relevant experience in an administrative/ professional support function, demonstrating progressive responsibility in challenging work environments
- Professional level of written & oral communication in English
- Strong proficiency in MS Office applications (Word, Excel, Power Point, Outlook)
- Database management and reporting, graphics and presentations, template and spreadsheet development is a MUST

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- Strong work ethic and reliability
- Able to work independently with minimal supervision
- Able to handle multiple tasks/projects simultaneously
- Excellent attention to detail, highly organized, and ability to set priorities
- Analytical and problem-solving skills
- A sincere enjoyment of collaborating with people for mutual success

**Start date: ASAP**

If working with CMR as an Administrative Assistant excites you, and you have the qualifications we are looking for, we want to hear from you! Please send your resume and salary expectation to: [info@cmrconsulting.ca](mailto:info@cmrconsulting.ca)

This is a full-time, downtown Calgary office-based position.

Learn more about CMR's work, clients, and team at [www.cmrconsulting.ca](http://www.cmrconsulting.ca).



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